



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

NOTIFICATION OF STATEWIDE CONTRACT

April 6, 2006

CONTRACT TITLE: SOFTWARE TRAINING

CURRENT CONTRACT PERIOD: SEPTEMBER 2, 2005 THROUGH SEPTEMBER 1, 2006

BUYER INFORMATION: Name: Andy Doran
Phone: 573-751-4578
Email address: andy.doran@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	09/02/05 through 09/01/06	09/01/11

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.
Local Purchase Authority shall not be used to purchase supplies/services included
in this contract unless specifically allowed by the contract terms.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C205044001	2018859760 1	Premier Knowledge Solutions (PKS) Contact: Richard Losciale Address: 2345 Millpark Drive St. Louis MO 63043 Phone: (314) 733-1412 x172 Fax: (314) 733-1481 e-mail: rlosciale@premier-ks.com	N/A	YES
C205044002	2032071790 0	Centriq Foss, LLC Contact: Casandra Elver Address: 8700 State Line Road Leawood KS 66206 Phone: (913) 322-7026 Fax: (913) 322-7001 e-mail: celver@centriqfoss.com	N/A	YES

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
C205044003	2516891780 0	ProTech Contact: Barbara Brooks Address: 610 Beatty Road Suite C Monroeville PA 15143 Phone: (800) 480-1535 Fax: (816) 505-2031 e-mail: bbrooks@protechtraining.com	N/A	YES
C205044004	4317729880 1	MooreTEC Contact: Judith Ann Moore Address: 15860 Pleasant Grove Road Camden Point MO 64018-9161 Phone: (816) 294-2343 Fax: (816) 445-3544 e-mail: mooretec@direcway.com	N/A	YES

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
09/02/05 to 09/01/06	04/06/06	Amended C205044002 to assign the contract to a different contractor name and FEIN as well as update their main contact e-mail. The vendor information table on page 1 of this NOA has been updated.
09/02/05 to 09/01/06	09/26/05	Initial issuance of new statewide contract.

SAM II INFORMATION (refer to PCTX table in SAM II)

CONTRACT NUMBER	LINE ITEM	C/S CODE	DESCRIPTION
C205044001	001	20899	Software Training NOTE: Primary Contractor for Categories 1, 2, 3, 4 and 6
C205044002	001	20899	Software Training NOTE: Secondary Contractor for Categories 1, 2, 3, 4 and 6
C205044003	001	20899	Software Training NOTE: Primary Contractor for Categories 5 and 7
C205044004	001	20899	Software Training NOTE: Secondary Contractor for Categories 5 and 7

GENERAL CONTRACT INFORMATION

- 1. PURPOSE:** Statewide Software Training
- 2. CONTRACT PERIOD:** 09/02/05 through 09/01/06
- 3. RENEWAL OPTIONS:** There are (5) five renewal periods. All renewal periods are as follows; however, since there are 4 contractors each of the maximum % increase/decrease will differ. The NOA will be updated with the pricing for each renewal period.

1st Renewal 09/02/06 through 09/01/07
2nd Renewal 09/02/07 through 09/01/08
3rd Renewal 09/02/08 through 09/01/09
4th Renewal 09/02/09 through 09/01/10
5th Renewal 09/02/10 through 09/01/11

4. TECHNICAL SPECIFICATIONS:

The contractor shall provide face-to-face instructor-led training courses, which fulfill the various requirements outlined in this RFP.

The contractor shall provide all services on an as needed, if needed basis.

The State of Missouri shall not guarantee any minimum or maximum amount of the contractor's services that may be required under the resulting contract.

The State of Missouri intends to limit on-site classes to twenty (20) students or less except in extenuating circumstances. The contractor should limit the size of contractor-site classes to no more than twenty (20) students.

The contractor shall understand and agree that the state agency shall reserve the right to reject/request substitution of any of the contractor's instructor(s).

The contractor must provide training for the latest, or most recent, version of software available.

The contractor should provide training for older versions of software as requested by the agencies.

If the contractor installs contractor-provided training software onto state-provided PCs, the contractor must uninstall all such software at the completion of the course.

5. COURSE DURATION:

A half (1/2) day training course duration shall consist of a three (3) to five (5)-hour day, which includes at least one (1) fifteen (15)- minute break. A course lasting 5 hours should also include a thirty (30) minute lunch break.

A full training day shall consist of a six (6) to eight (8)-hour day, which includes an hour lunch and at least two (2) fifteen (15)-minute breaks, preferably one in the morning and one in the afternoon.

6. SUPPORT SERVICES:

The contractor shall provide technical assistance to the state agency as needed for the duration of the contract including renewals. This includes providing a copy of the software and instructions for installation of the software. The contractor must be available for contact for an 8 hour period anytime between 7:00 a.m. through 6:00 p.m., Central Time, Monday through Friday. The contractor should provide post-training technical support for students, via a toll-free number, for a minimum of 30 days following a completed training course

The contractor must provide all student materials at no additional cost to the state.

Each enrolled student must receive their own specific course materials.

All student materials shall be retained by students for future reference.

All student materials should be in bound booklet form.

All student materials must be neatly typed and clearly printed. Electronic copy of the student materials is not acceptable to meet this requirement.

The contractor must provide all materials, which are required to conduct training classes at a training facility. If requested by the State, the contractor should provide software licenses needed for the applicable training course.

7. SCHEDULING AND CANCELLATION OF COURSES:

Training courses shall be scheduled on a day and at a time mutually agreeable to both the state agency and the contractor.

For contractor-site and on-site classes, the contractor must notify the scheduling agency in writing of class cancellations at least ten (10) working days prior to the date of the scheduled class.

For contractor-site and on-site classes, the contractor must allow the scheduling agency to cancel their class registration by mailing or faxing written notice to the contractor any time up to and including ten (10) working days prior to the date of the scheduled class, at no cost to the state.

State agencies shall be required to utilize the primary contractor unless:

- The primary contractor cannot provide the services in the time frame requested by the state agency (in such event, the agency shall utilize the secondary contractor unless the secondary contractor cannot provide the services in the time frame requested by the state agency in which case the agency shall utilize the tertiary contractor); or
- The primary contractor cannot provide the requested training course due to it not being part of their training curriculum (in such event, the agency shall utilize the secondary contractor unless the secondary contractor cannot provide said training course, in which case the agency shall utilize the tertiary contractor); or
- The state agency has documented receiving unsatisfactory services applicable to the primary contractor's work performance (in such event, the agency shall utilize the secondary contractor unless the state agency has also documented receiving unsatisfactory services applicable to the secondary contractor's work performance in which case the agency shall utilize the tertiary contractor)

8. COURSE EVALUATION:

The contractor must provide students a course evaluation form at the end of each training course.

The course evaluation form must be approved by the state, prior to its use.

The contractor must provide unaltered copies of the completed course evaluation forms to the training coordinator or department contact within five (5) working days of the completion of the training course. The state and the contractor shall work together to determine the best remedy for any substandard instruction.

9. RECORD KEEPING AND REPORTING:

The contractor shall maintain records and upon request of a state agency provide such reports to the agency. Records to be kept include, but not limited to the following:

- Class Information by department, agency, political subdivision, state employee, etc. Class information pertains to titles/dates/& costs of classes scheduled; and requesting agency.
- Student attendance – sign in sheets.
- Student class evaluation information (post-training questions

EXHIBIT A - COST

TRAINING CATEGORY	CONTRACTOR CLASSIFICATION	CONTRACTOR	COST/PER DAY FOR UP TO 20 STUDENTS	CONTRACT #
CATEGORY 1: FOR PC APPLICATION TRAINING FOR END USERS (e.g., Suite Classes, Internet 101, Using OS)	PRIMARY:	PKS	\$899.00	C205044001
	SECONDARY:	CENTRIQ FOSS, LLC	\$745.00	C205044002
CATEGORY 2: FOR LAN SERVER APPLICATIONS AND ADMINISTRATION TRAINING (e.g., SQL Server, NT Server, Oracle Server, LINUX)	PRIMARY:	PKS	\$1,799.00	C205044001
	SECONDARY:	CENTRIQ FOSS, LLC	\$1,995.00	C205044002
CATEGORY 3: FOR PC APPLICATION DEVELOPMENT TRAINING (e.g., Visual Basic, PowerBuilder, MS C++)	PRIMARY:	PKS	\$1,799.00	C205044001
	SECONDARY:	CENTRIQ FOSS, LLC	\$1,995.00	C205044002
CATEGORY 4: FOR WEB APPLICATIONS/DEVELOPMENT TRAINING (e.g., HTML, Java)	PRIMARY:	PKS	\$1,799.00	C205044001
	SECONDARY:	CENTRIQ FOSS, LLC	\$1,995.00	C205044002

TRAINING CATEGORY	CONTRACTOR CLASSIFICATION	CONTRACTOR	COST/PER DAY FOR UP TO 20 STUDENTS	CONTRACT #
CATEGORY 5: FOR MID-RANGE COMPUTER ADMINISTRATION TRAINING (e.g., AIX/UNIX, ORACLE ON UNIX, RS6000/OS)	PRIMARY:	PROTECH	\$1,995.00	C205044003
	SECONDARY:	MOORETEC	\$2,500.00	C205044004
CATEGORY 6: FOR MID-RANGE APPLICATION DEVELOPMENT TRAINING (e.g., ORACLE, ORACLE SQL/PL)	PRIMARY:	PKS	\$1,799.00	C205044001
	SECONDARY:	CENTRIQ FOSS, LLC	\$1,995.00	C205044002
CATEGORY 7: FOR MAINFRAME APPLICATION PROGRAMMING TRAINING (e.g., COBOL, JCL, TSO,CICS, Assembler)	PRIMARY:	PROTECH	\$1,997.00	C205044003
	SECONDARY:	MOORETEC	\$2,500.00	C205044004